



# AERO-UA Travel Grant Rules and Guidelines

## AERO-UA Project: Promoting Aviation Research Collaboration between the European Union and Ukraine

### Section 1. Introduction

The AERO-UA project's purpose is to promote research collaboration in the aviation field, between the European Union and Ukraine. Among the identified hurdles to increase such research collaboration is funding of travel for Ukrainian actors:

- to meet with European partners during proposal preparation,
- to attend thematic info-days and brokerage events organized by the European Commission,
- to present their research results at conferences or trade-shows within the European Union.

Therefore the AERO-UA project has dedicated a specific budget for Travel Grants to be awarded to Ukrainian actors in order to facilitate research collaboration in the aviation field.

The AERO-UA project expects to schedule three (3) separate calls spread over a two (2) year period to award a total of fifteen (15) Travel Grants (i.e. about five (5) Travel Grants per call).

This document describes the application process for the Travel Grant in the AERO-UA project. It explains how participants can apply for the Travel Grant, the selection process made by the Steering Committee and the required reporting to be reimbursed for the travel expenses.

Further information about the AERO-UA project, including the project's online survey, pilot projects, etc. can be found at <http://www.aero-ua.eu/>

### Section 2. Call Modalities

Each successful application will be awarded a Travel Grant for a maximum of €900. The total budget allocated for Travel Grants for each call will be about €4500.

#### 2.1 Eligible Applicants

Applicants to this call must be individuals working in aviation field from one of the following organisations duly registered in Ukraine:

- Higher Education Establishment
- Research Institute
- Company (including SMEs)

Each applicant (person) must be a Ukrainian citizen or a lawful resident of Ukraine.



Due to the current embargo between the European Union and Russia, eligible participants may not be affiliated with any Russian military entities.

## ***2.2 Eligible purpose of travel***

Travel grant will be awarded to participate in one of the following events:

- Proposal preparation consortium meeting where a consortium brainstorms and prepares a proposal for a H2020 Smart, Green and Integrated Transport or Clean Sky 2 call
- EC info-days and brokerage events concerning aviation research (H2020 Smart, Green and Integrated Transport Challenge, Clean Sky 2, etc.)
- Major European aviation research conference, workshop or trade show where the researcher will present research results linked to the EU aviation research priorities

## ***2.3 Eligible Costs***

The Travel Grant can cover the following expenses:

- a. Travel expenses between Ukraine and the European Union (Economy class air ticket / Second class train ticket / Public transport costs)
- b. Accommodation
- c. Daily allowance of 40€ (to cover meals and local travel costs)
- d. Administrative expenses (Visa fees, scientific conference or trade-show fees)
- e. Miscellaneous: other travel expenses may be considered eligible provided detailed justification is given and the Steering Committee gives its approval.

In order to be eligible, the travel costs must be directly related to the trip and participation to the event that the applicant applied for.

## ***2.4 Deadline for the Call***

Applications must be submitted to the Project Coordinator **before 31 July 2017**.

## ***2.5 Decision Making Process***

Completed application forms shall be reviewed in the order that they are received by the Project Coordinator.

The AERO-UA Project Steering Committee reserves the right to request further explanations from applicants as well as to approve or reject an application for a Travel Grant.

Applications will be evaluated according to the trip's expected outcomes and benefits in relation to promoting aviation research collaboration between the European Union and Ukraine.

Within 2 weeks of receiving a completed application form, the Project Coordinator shall review it with the Steering Committee who will then vote to award the Travel Grant (yes or no). If a majority of the Steering Committee give their approval for an application, then a Travel Grant will be awarded.

**This project has received funding from the EU's Horizon 2020 research and innovation programme under grant agreement No 724034**



The Project Coordinator will notify each applicant of the decision of the Steering Committee. Successful applicants will receive an AERO-UA Travel Grant Guarantee Letter.

### Section 3. Application procedure

An application shall be submitted via e-mail to the following address: [contact <at> intelligentsia-consultants.com](mailto:contact@intelligentsia-consultants.com) with e-mail subject „AERO-UA Travel Grant Application“ and the following attachments:

#### For proposal preparation consortium meeting

- Completed travel grant application form
- Official invitation from the EU partner organizing the meeting
- Applicant's CV clearly indicating experience in the considered research field
- Applicant's organization support letter

#### For EC info-days and brokerage events

- Completed travel grant application form
- Applicant's CV clearly indicating experience in the considered research field
- Applicant's organization support letter

#### For conference, workshop or tradeshow

- Completed travel grant application form
- Proof of presenting research results (e.g. confirmation of paper acceptance for presentation at the conference or workshop, booth reservation, etc.)
- Applicant's CV clearly indicating experience in the considered research field
- Applicant's organization support letter

### Section 4. Travel Cost Claims for Successful Applicants

Following the trip, each successful applicant will be required to send a completed expenses form together with supporting documentary evidence (e.g. tickets, receipts, etc.) to the Project Coordinator. The travel costs must be directly related to the trip and participation to the event that the applicant applied for. Following approval of the completed expenses form by the Project Coordinator, the successful applicant will be reimbursed up to a maximum of €900 to their bank account.

### Section 5. Contacts

Any questions concerning this Travel Grant scheme should be made to the Project Coordinator.

Giles Brandon  
AERO-UA Project Coordinator  
[www.aero-ua.eu](http://www.aero-ua.eu)

Tel: +352-26394233

E-Mail: [contact <at> intelligentsia-consultants.com](mailto:contact@intelligentsia-consultants.com)